



# Assigning Mail Houses or Agencies



**?** In Campaign Targeter, you can easily assign a mail house or agency to create promotional mail campaigns on your behalf. After you have created your customer account, you can add a mail house or agency and provide them with access to your Campaign Targeter account as an Administrator or User. You can control the level of access they have, as explained below.

- 1.** Select 'Customer Details' from the 'Customer' menu on the Dashboard.
- 2.** Select 'Agencies with Access' from the 'Customer Details' menu.

- 3.** Select 'Add agency'.
- 4.** Select an agency from the list or search for an agency using the field provided.\*
- 5.** Select the 'Admin access?' checkbox to make the mail agent an Administrator.\*\*
- 6.** Select 'Add'.

**!** **Note:** \*If your agency does not appear in this list, please advise them to register an agency account at [campaigntargeter.com.au](http://campaigntargeter.com.au)

\*\*Providing admin access will allow the mail house or agency full administration access to your account including editing your customer details and creating campaigns. Alternatively, you can provide user only access by not ticking the 'Admin access' checkbox - this will mean the mail house or agent will only be able to create campaigns for your account.

- 7.** The mail agent will display under 'Agency name'. If you select 'Admin access' then 'Administrator' will appear next to the name. Select 'Remove' to remove agency access.

**i** For more helpful information, visit: [auspost.com.au/campaigntargeter](http://auspost.com.au/campaigntargeter)